



(This memo does not apply to USGS and BOR employees)

## United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

### Memo on Safe Keeping of U.S. Official Passports

To: Department of the Interior, Office of International Affairs, Passports and Visas Division

According to Department of the Interior guidance that U.S. official passports may be stored temporarily in local offices for employees who need access to them, I certify the following:

- I expect to travel internationally for official business in the foreseeable future;
- I understand that the official passport is U.S. Government property and must be stored according to DOI and State Department protocols according to the relevant [Privacy Act System of Records](#). Accordingly, my U.S. official passport will be stored in a locked office of the Department in either a locked, fire-proof file cabinet or in a safe located at the following location:

Room: \_\_\_\_\_, office location (name and full address) \_\_\_\_\_

- If I plan for international travel that requires a visa I will send the passport with either a draft DI Form 1175 or Travel Authorization via express service (not mail) to the Department of the Interior Passports and Visas Division at least three (3) weeks prior to travel to enable the Passports and Visas Division sufficient time to obtain the visa for me. (See contact information below).
- I will return my official passport to the Department of the Interior Office of International Affairs when: I no longer work for DOI, the passport expires, when I no longer expect to travel frequently on international official business, or when the Office of International Affairs request that I do so.

\_\_\_\_\_  
Signature of Passport Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Passport Holder

\_\_\_\_\_  
Bureau

\_\_\_\_\_  
Email and Phone Number of Passport Holder

The signed memo must be sent to the DOI Office of International Affairs Passports and Visas Division where it will be kept in the passport file of each DOI employee who holds a U.S. official passport at a location other than the DOI Office of International Affairs.

U.S. Department of the Interior, Office of International Affairs, Passports and Visas Division, 1849 C Street, NW. Room 3555, Washington, D.C. 20240. For more information or to make an appointment please visit our website: <https://www.doi.gov/intl/oia-passport-and-visa-division>. Alternatively, messages can be directed to [passports@ios.doi.gov](mailto:passports@ios.doi.gov) or 202-208-5292.

